

# California Energy Commission



**CLASSIFICATION:** Associate Governmental Program Analyst  
(Will Consider Staff Services Analyst)

**TENURE:** Permanent

**TIMEBASE:** Full Time

**SALARY:** AGPA \$4,400 - \$5,348

SSA: Range A \$2,817 - \$3,426  
Range B \$3,050 - \$3,708  
Range C \$3,658 - \$4,446

(Actual salary may be adjusted to reflect the state employee furlough program)

**LOCATION:** Contracts Office, Financial Services  
Sacramento, CA

**FINAL FILING DATE:** September 2, 2010

**DUTIES AND RESPONSIBILITIES:** Under the direct supervision of the Staff Services Manager II, Contracts, Grants & Loans Office, the Associate Governmental Program Analyst performs varied analytical and consultative staff services in the planning, development, award, and fiscal compliance and reporting of contracts.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- ◆ Ability to work independently and interpret regulations and guidelines
- ◆ Ability to work well under pressure and meet deadlines
- ◆ Knowledge of state contracting processes, State Contracting Manual, Public Contract Code
- ◆ Exceptional organizational skills
- ◆ Working knowledge of Microsoft Office software applications, specifically Word
- ◆ Excellent interpersonal skills and the ability to communicate effectively

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. **Please specifically state your eligibility for this classification on the state application form, STD. 678.** Applications will be screened for experience, and only the most qualified will be contacted for an interview.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (STD. 678) TO:**

Kim DuVall – RPA #: 202-031  
California Energy Commission  
1516 Ninth Street, MS-19  
Sacramento, CA 95814  
E-mail: [kduvall@energy.state.ca.us](mailto:kduvall@energy.state.ca.us)

**FOR ADDITIONAL INFORMATION PLEASE CONTACT:**

Cheryl Raedel, Office Manager  
(916) 654-4392 CALNET 464-4392

Position #: 2020-5393-804

RPA #:202-031